

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR QUALIFICATIONS**

January 2, 2020

The City of Germantown, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consulting engineering firm to provide Construction Engineering Inspection (CEI) services the **Wolf River Boulevard/Germantown Road Intersection Improvements Project (PIN 119768)**. This project is being funded by STP under the Tennessee Department of Transportation (TDOT) Local Programs Development Office. This project shall adhere to all applicable Federal and State procedures and regulations. The professional consulting engineering firm must be on TDOT's pre-approved list and have unlimited status.

This project involves road widening at all approaches to the intersection of Wolf River Boulevard and Germantown Road, upgrades of all signalized intersections within the limits of the project and ADA upgrades throughout the project limits

The firm selected will provide all necessary CEI services as required to manage this local programs TDOT project. All necessary inspections, testing of asphalt, concrete, soils, record keeping and close out will be required as part of this project.

Firms may request consideration by submitting a Letter of Interest and Statement of Qualifications to **Cathryn Perdue, Assistant Procurement Director, City of Germantown, 1930 South Germantown Road, Germantown, TN 38138**. All qualifications must be received by Ms. Perdue's Office on or before **4:00 p.m. (Central Time) Thursday, January 23, 2020**.

Firms responding with LOI's and SOQ's will be evaluated upon the following criteria:

1. Past experience in the required disciplines with TDOT and City of Germantown. **(20 points)**
2. Qualifications of Team Members **(20 points)**
3. Evaluations on similar prior projects with TDOT and City of Germantown, if available. **(20 points)**
4. Project specific methodology including suggested approach, clearly defined scope of work and clearly defined roles for team members and/or sub consultants **(40 points)**

The City's evaluation process is as follows:

Phase I - The City's review/selection committee will evaluate all SOQ's received to determine a clear cut, best qualified firm to provide the requested services. The City then will ask the chosen firm to provide a project specific scope/fee proposal.

Phase II - If the review/selection committee is unable to determine a clear cut front runner, the highest ranking firms will be interviewed to determine the most qualified firm. The City then will ask the chosen firm to provide a project specific scope/fee proposal.

The chosen firm will enter into a contract with the City. TDOT concurrence with selection will be required.